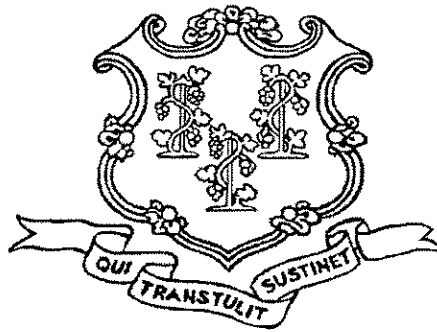


**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC WORKS**

**BIDDER PREQUALIFICATION  
MANUAL**

**FOR**

**THE CONNECTICUT STATE UNIVERSITY SYSTEM**



**PREPARED BY:  
THE CONNECTICUT STATE UNIVERSITY TEAM**

**DEPARTMENT OF PUBLIC WORKS  
JAMES T. FLEMING  
COMMISSIONER**

**ROOM 453  
165 CAPITOL AVENUE  
HARTFORD, CONNECTICUT 06106**

**December 15, 2003**

Department of Public Works  
**BIDDER PREQUALIFICATION MANUAL**  
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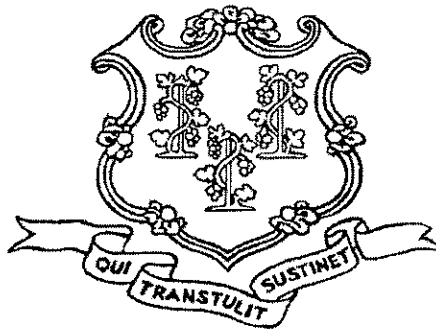
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# **BIDDER PREQUALIFICATION DOCUMENTS PACKAGE**

**FOR**

***PROJECT NAME*  
, CONNECTICUT**

**PROJECT NO.: 00-00-000**



**STATE OF CONNECTICUT  
DEPARTMENT OF PUBLIC WORKS  
JAMES T. FLEMING  
ACTING COMMISSIONER**

**PREPARED BY:**

**CSU TEAM  
ROOM 453  
165 CAPITOL AVENUE  
HARTFORD, CONNECTICUT 06106**

**, 200**

## BIDDER PREQUALIFICATION PROCESS

(Internal to DPW)

STEPS	BY
1. Initiate the bidder prequalification process. (At 75% completion of Construction Document Phase)	DPW PM
2. Submit Bidder Prequalification Release Form to Bid Room: (Based upon 01010 Summary of Work - General Conditions)	DPW PM
3. Bidder Prequalification Document Package Prepared: <ul style="list-style-type: none"> <li>Cover Sheet</li> <li>Invitation to Prequalify to Bid</li> <li>Bidder Prequalification Procedures</li> <li>Bidder Prequalification Questionnaire</li> </ul>	Bidding & Contracts
4. Advertisement of Invitation to Prequalify to Bid: (Can also be mailed directly to some prospective bidders)	Bidding & Contracts
5. Pickup of Bidder Prequalification Document Package	Bidding & Contracts
6. Receipt of Bidder Prequalification Document Package (Date & Time Stamped on Receipt of Sealed Document Packages)	Bidding & Contracts
7. Bidder Prequalification Evaluation: (Evaluation of Bidder Prequalification Questionnaire)	DPW Bidder Prequalification Evaluation Committee
8. Submit Bid Release Form to Bid Room: (Include the list of Prequalified Bidders for preparation of the Announcement(s) to Prequalified Bidders & Invitation(s) to Bid)	DPW PM
9. Bid Package Prepared: <ul style="list-style-type: none"> <li>Prevailing Labor Rates Obtained</li> <li>Invitation to Bid (Prequalified Bidders Version)</li> <li>Advertisement of Invitation to Bid</li> </ul>	Bidding & Contracts
10. Announcement(s) to Prequalified Bidders: (Sent Certified Mail)	Bidding & Contracts
11. Notice(s) of Bidder Prequalification Determination: (Sent Certified Mail)	Bidding & Contracts
12. Bid Opening:	Bidding & Contracts



Department of Public Works  
State of Connecticut

## INVITATION TO PREQUALIFY TO BID

ADV. NO:

ADV. DATE:

All prospective Bidders for this project must be prequalified.

The Department of Public Works, State of Connecticut is accepting sealed Bidder Prequalification Documents from prospective bidders for the following Project:

ITEM NO.:	
Project Title/Location:	
Project Number:	00-00-000
Project Description:	<p><b><u>Example Below , Edit for Specific Project</u></b></p> <p><u>The Project shall include but not be limited to the following:</u></p> <ul style="list-style-type: none"><li><u>The project shall be constructed in two phases. Each phase shall be substantially complete and ready for occupancy prior to the start of the next phase</u></li><li><u>During all phases of the project, various portions of the existing building and new addition shall remain operational and shall be occupied by University staff, faculty, and students during construction.</u></li><li><u>Construction of a new addition of approximately 112,200 GSF.</u></li><li><u>Permanent renovations of approximately 117,500 GSF, including other renovations to create temporary swing space within the existing structure and new addition.</u></li><li><u>The addition is new and shall be constructed of materials that include but are not limited to the following: The structure consists of steel. Exterior wall construction consists of concrete block back-up with brick, pre-cast concrete, metal panel and curtain wall cladding. The renovation includes, but is not limited to: The exterior wall will be stripped of its existing masonry cladding and concrete block back-up and re-clad with concrete block back-up with brick, pre-cast concrete, metal panel and curtain wall cladding. Roofing for both the addition and the renovation shall be a fully adhered single-ply membrane. Foundations consist of concrete spread footings. Interior finishes in both the addition and renovation shall that include but are not limited to the following: Drywall, wood paneling, acoustical ceilings, terrazzo, and carpet.</u></li><li><u>Other contractors shall be responsible for abatement of hazardous materials prior to the start of each phase.</u></li><li><u>The New Addition exceeds the Threshold Limits of the General Statutes of Connecticut.</u></li></ul>
Contract Time (Approx.):	Calendar Days

Cost Estimate Range:	\$	or	Greater
----------------------	----	----	---------

Objective Criteria for Bidder Prequalification:	<p><b><u>Example Below, Edit for Specific Project</u></b></p> <p>The prospective bidder must demonstrate that they meet the objective criteria for prequalification for this specific project. The Bidder Prequalification Questionnaire will be used to evaluate the prospective bidder's past performance, experience or lack of experience, and bonding ability with projects of the same size, complexity, and construction dollar value of the project for which bids are to be submitted. The evaluation of the prospective bidder's past performance, experience, and bonding ability will be based upon their financial, managerial, and technical abilities, their integrity, and their absence of conflicts of interest. The prospective bidder shall have, <b><u>during the past eight (8) years, must have reached substantial completion on three (3) or more projects in a campus setting such as a higher educational institution, medical center, or similar type of project having equal or greater size, complexity, and construction dollar value of this project for which bids are to be submitted. The prospective bidder must have been the general contractor or construction manager for the projects, which shall have been competitively bid in a design-bid-build environment.</u></b> The contractor will be evaluated based on the record of their performance throughout projects and not just the end results of projects, within the <b><u>eight</u></b>-year review period.</p>		
Bidder Prequalification Document Package Pickup Date/Time:	Wednesday, , 200	From 7:00 A.M. to 3:30 P.M. (Mon.-Fri.) Room	
Bidder Prequalification Document Package Due Date/Time:	Wednesday , 200	Until 1:00 P.M.	Room G-35
Bidder Pre-Qualification Conference:	<p>ALL PROSPECTIVE BIDDERS ARE ENCOURAGED TO ATTEND A NON-MANDATORY BIDDER PRE-QUALIFICATION CONFERENCE AT P.M. ON WEDNESDAY, , 2003, AT ROOM , , CT – AT .</p>		

Prequalification Documents:

Prospective bidders must meet the requirements of the objective criteria for bidder prequalification for this project, and the minimum experience and other qualifications described in the Bidders Prequalification Documents Package.

The Bidder Prequalification Documents Package may be obtained on and after the date/time stipulated above from:

ROOM NO. G-35  
BIDDING AND CONTRACTS  
STATE OFFICE BUILDING  
165 CAPITOL AVENUE, HARTFORD

**Submittal of Prequalification Documents:**

To allow the Department of Public Works to evaluate prospective Bidders, each Bidder must submit the required bidder prequalification documents, in a sealed envelope, by the due date/time stipulated, to the above address.

The envelope shall be clearly labeled: "OO-OO-000- Prequalification Documents."

Prospective Bidders are advised that the bidder prequalification procedures will be in accordance with Sec. 4b-102, C.G.S. *Bidding for Certain Construction Contracts for the Connecticut State University System.*

Owner Representative:

Phone: 860-713-  
Fax No.: 860-713-

**ITEM NO.:**

**Bidding & Contracts Unit  
Department of Public Works**

---

David Busanet  
Procurement Manager

**END OF SECTION**

**Cc:** , A. Roe, , B. Bockstael, D. O'Hearn,  
B. Cornish, D. Busanet, P. Babey, , File (Y-1)



Department of Public Works  
State of Connecticut

## BIDDER PREQUALIFICATION QUESTIONNAIRE

All Prospective Bidders for this project must be prequalified to bid.

Project Information	
Project Title/Location:	
Project Number:	00-00-000
Project Description:	<p><b><u>Example Below , Edit for Specific Project</u></b></p> <p><u>The Project shall include but not be limited to the following:</u></p> <ul style="list-style-type: none"><li><u>The project shall be constructed in two phases. Each phase shall be substantially complete and ready for occupancy prior to the start of the next phase</u></li><li><u>During all phases of the project, various portions of the existing building and new addition shall remain operational and shall be occupied by University staff, faculty, and students during construction.</u></li><li><u>Construction of a new addition of approximately 112,200 GSF.</u></li><li><u>Permanent renovations of approximately 117,500 GSF, including other renovations to create temporary swing space within the existing structure and new addition.</u></li><li><u>The addition is new and shall be constructed of materials that include but are not limited to the following: The structure consists of steel. Exterior wall construction consists of concrete block back-up with brick, pre-cast concrete, metal panel and curtain wall cladding. The renovation includes, but is not limited to: The exterior wall will be stripped of its existing masonry cladding and concrete block back-up and re-clad with concrete block back-up with brick, pre-cast concrete, metal panel and curtain wall cladding. Roofing for both the addition and the renovation shall be a fully adhered single-ply membrane. Foundations consist of concrete spread footings. Interior finishes in both the addition and renovation shall that include but are not limited to the following: Drywall, wood paneling, acoustical ceilings, terrazzo, and carpet.</u></li><li><u>Other contractors shall be responsible for abatement of hazardous materials prior to the start of each phase.</u></li><li><u>The New Addition exceeds the Threshold Limits of the General Statutes of Connecticut.</u></li></ul>
Contract Time (Approx.):	Calendar Days
Cost Estimate Range:	\$ or Greater



The Bidder Prequalification Documents Package may be obtained on and after the date/time stipulated above from:

ROOM NO. G-35  
BIDDING AND CONTRACTS  
STATE OFFICE BUILDING  
165 CAPITOL AVENUE, HARTFORD

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Owner Representative:

Phone: 860-713-  
Fax No.: 860-713-

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**Bidding & Contracts Unit  
Department of Public Works**

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David Busanet  
Procurement Manager

**END OF SECTION**

**Cc:** , A. Roe, , B. Bockstael, D. O'Hearn,  
B. Cornish, D. Busanet, P. Babey, , File (Y-1)



Department of Public Works  
State of Connecticut

## BIDDER PREQUALIFICATION QUESTIONNAIRE

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Project Information	
Project Title/Location:	
Project Number:	00-00-000
Project Description:	<p><b><u>Example Below , Edit for Specific Project</u></b></p> <p><u>The Project shall include but not be limited to the following:</u></p> <ul style="list-style-type: none"><li><u>The project shall be constructed in two phases. Each phase shall be substantially complete and ready for occupancy prior to the start of the next phase</u></li><li><u>During all phases of the project, various portions of the existing building and new addition shall remain operational and shall be occupied by University staff, faculty, and students during construction.</u></li><li><u>Construction of a new addition of approximately 112,200 GSF.</u></li><li><u>Permanent renovations of approximately 117,500 GSF, including other renovations to create temporary swing space within the existing structure and new addition.</u></li><li><u>The addition is new and shall be constructed of materials that include but are not limited to the following: The structure consists of steel. Exterior wall construction consists of concrete block back-up with brick, pre-cast concrete, metal panel and curtain wall cladding. The renovation includes, but is not limited to: The exterior wall will be stripped of its existing masonry cladding and concrete block back-up and re-clad with concrete block back-up with brick, pre-cast concrete, metal panel and curtain wall cladding. Roofing for both the addition and the renovation shall be a fully adhered single-ply membrane. Foundations consist of concrete spread footings. Interior finishes in both the addition and renovation shall that include but are not limited to the following: Drywall, wood paneling, acoustical ceilings, terrazzo, and carpet.</u></li><li><u>Other contractors shall be responsible for abatement of hazardous materials prior to the start of each phase.</u></li><li><u>The New Addition exceeds the Threshold Limits of the General Statutes of Connecticut.</u></li></ul>
Contract Time (Approx.):	Calendar Days
Cost Estimate Range:	\$ or <b><u>Greater</u></b>

<b>Objective Criteria for Bidder Prequalification:</b>	<p><u><b>Example Below, Edit for Specific Project</b></u></p> <p>The prospective bidder must demonstrate that they meet the objective criteria for prequalification for this specific project. The Bidder Prequalification Questionnaire will be used to evaluate the prospective bidder's past performance, experience or lack of experience, and bonding ability with projects of the same size, complexity, and construction dollar value of the project for which bids are to be submitted. The evaluation of the prospective bidder's past performance, experience, and bonding ability will be based upon their financial, managerial, and technical abilities, their integrity, and their absence of conflicts of interest. The prospective bidder, <u><b>during the past eight (8) years, must have reached substantial completion on three (3) or more projects in a campus setting such as a higher educational institution, medical center, or similar type of project having equal or greater size, complexity, and construction dollar value of this project for which bids are to be submitted. The prospective bidder must have been the general contractor or construction manager for the projects, which shall have been competitively bid in a design-bid-build environment.</b></u> The contractor will be evaluated based on the record of their performance throughout projects and not just the end results of projects, within the <u><b>eight</b></u>-year review period.</p>
<b>Bidder Prequalification Document Package Pickup Date/Time:</b>	<p>Wednesday,                      , 200                      From 7:00 A.M. to 3:30 P.M. (Mon.-Fri.) Room</p>
<b>Bidder Prequalification Document Package Due Date/Time:</b>	<p>Wednesday                      , 200                      Until 1:00 P.M.    Room G-35</p>
<b>Bidder Pre-Qualification Conference:</b>	<p>ALL PROSPECTIVE BIDDERS ARE ENCOURAGED TO ATTEND A NON-MANDATORY BIDDER PRE-QUALIFICATION CONFERENCE AT                      P.M. ON WEDNESDAY,                      , 2003, AT ROOM                      ,                      , CT – AT                      .</p>

Each prospective bidder must have a current and active Connecticut contractor's license at the time of the bid opening and must submit this Prequalification Questionnaire with all portions completed, including any required attachments.

<b>Prospective Bidder Information</b>
---------------------------------------

Dated at \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Name of Organization: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_

(Print Name) \_\_\_\_\_

Title \_\_\_\_\_

**Notary Statement**

Mr./Mrs./Ms. \_\_\_\_\_ being duly sworn  
deposes and says that he/she is \_\_\_\_\_ of  
the \_\_\_\_\_  
(Position or Title)  
\_\_\_\_\_, and that the answers to the foregoing  
(Firm Name)

Questions and all statements therein contained are true and correct.

Subscribed and sworn before me \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
this \_\_\_\_\_

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_ 20 \_\_\_\_\_

**INSTRUCTIONS**

Each prospective bidder must answer **all** of the following questions and provide **all** requested information, where applicable. Any prospective bidder failing to do so may be deemed to be not responsive and not responsible with respect to this prequalification at the sole discretion of the Department of Public Works, State of Connecticut.

Answers to the following five (5) questions may cause the prospective bidder to be deemed not prequalified:

- 2.a. Construction Experience
- 2.b. Client, Sub-consultant, and Design Consultant Questionnaire
- 3.b. Safety/criminal convictions
- 5.a. Surety/contracts taken over by surety or unable to obtain bonding
- 6.a. Insurance

Negative answers to all other questions will be considered "unsatisfactory". The prospective bidders with unsatisfactory answers will be notified of which answers were unsatisfactory and will be given seven (7) days to respond. If no response is received within the seven (7) days, the prospective bidder will be deemed not prequalified.

All information submitted for prequalification evaluation will be considered official information acquired in confidence, and the Department of Public Works will maintain its confidentiality to the extent permitted by law.

Any prospective bidder found to be not prequalified as a result of the bidder's answers to this Prequalification Questionnaire will receive a written response from the Department of Public Works explaining the decision.

A prospective bidder can request a meeting to discuss the decision with the Department of Public Works.

**QUESTIONS**

**1. License:**

- a. Bidder must be a licensed contractor in Connecticut. Submit license number, date issued, and expiration date.
- b. Name of license holder exactly as on file with the State of Connecticut:

License number: \_\_\_\_\_

Date issued: \_\_\_\_\_

Expiration date: \_\_\_\_\_

- b. Has your firm's contractor's license ever been suspended or revoked by the Connecticut Department of Consumer Protection?

YES ☐, NO ☐.

**2. Construction Experience: Example Below , Edit for Specific Project**

- a. Since 1995, has your firm completed reached substantial completion on three (3) or more projects in a campus setting such as a higher educational institution, medical center, or similar type of project having equal or greater size, complexity, and construction dollar value of this project for which bids are to be submitted. The prospective bidder must have been the general contractor or construction manager for the projects, which shall have been competitively bid in a design-bid-build environment.

YES ☐, NO ☐.

If yes, provide the following information on such projects. Provide the same information for each project, a minimum of **three (3)** [maximum of five (5)] projects:

1. Project name and location: \_\_\_\_\_

2. Name of Owner: \_\_\_\_\_

Phone number of Owner: \_\_\_\_\_

3. Name of design professional: \_\_\_\_\_

Phone number of design professional: \_\_\_\_\_

4. Date construction contract was signed: \_\_\_\_\_

- 4a. Date of substantial completion: \_\_\_\_\_
5. Contract amount: \$ \_\_\_\_\_
6. Contract time (calendar days): \_\_\_\_\_
7. Number of days liquidated damages were assessed: \_\_\_\_\_
8. Did the project include scope of work similar to that in the Project Description for this project: YES ☐, NO ☐.
9. Percentage of work subcontracted: \_\_\_\_\_ %
10. Name of superintendent: \_\_\_\_\_

- b. "Client, Sub-consultant, and Design Consultant Questionnaire" (to be completed by the DPW's external vendor).

**3. Safety:**

- a. List all willful or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard, order or regulation promulgated pursuant to such act, during the three year period preceding this bidder prequalification. (If such violations were cited in accordance with the provisions of any State Occupational Safety and Health Act or Occupational Safety and Health Act of 1970). Indicate whether these were abated within the time fixed by the citation or whether the citation was appealed.

Also indicate if any violations were appealed and the status and/or disposition.

Violation	Status

- b. Has your organization had any criminal convictions related to the injury or death of any employee in the three-year period preceding this bidder prequalification?

YES ☐, NO ☐.

If yes, provide written explanation of any such convictions.

- c. Does your firm have a written injury and illness prevention program?

YES ☐, NO ☐.

If yes, provide a copy of the written program.

- d. Will your firm have personnel permanently assigned to safety on this project?

YES ☐, NO ☐.

If yes, state the names of all such personnel who will be assigned and individually list their specific duties (if necessary, list additional names in section 11):

Name and Title	Specific Duties

**4. Claims History:** (Information submitted for informational purposes only)

**Example Below , Edit for Specific Project**

- a. Provide the following information on successful claims by the State against your firm or by your firm against the State of Connecticut since **1995**. Include claims resolved by arbitration, or litigation. (Provide a sheet for each claim.)

1. Project name and location: \_\_\_\_\_
2. Name of Owner: \_\_\_\_\_  
Phone number of Owner: \_\_\_\_\_
3. Contract amount: \$ \_\_\_\_\_
4. Contract time (calendar days): \_\_\_\_\_
5. Nature of claim: \_\_\_\_\_
6. Amount of claim in money and time: \$ \_\_\_\_\_ , \_\_\_\_\_ days.
7. Final resolution of claim for your firm: \$ \_\_\_\_\_ , \_\_\_\_\_ days.
8. Final resolution of claim against your firm: \$ \_\_\_\_\_ , \_\_\_\_\_ days.

**5. Surety:** **Example Below , Edit for Specific Project**

- a. Provide the following information on all sureties utilized since **1995** (provide a sheet for each surety):



1. Surety name: \_\_\_\_\_  
Surety phone number: \_\_\_\_\_
2. Period covered by surety: \_\_\_\_\_ to \_\_\_\_\_
3. Maximum amount of bonding capacity provided by surety: \$ \_\_\_\_\_
4. Number of construction contracts taken over by surety for completion: \_\_\_\_\_

- b. Provide the name and telephone number of the surety to be used on this construction contract:

Name: \_\_\_\_\_ Phone No. \_\_\_\_\_

- c. Is your firm able to obtain the required bonding for 100% of the amount of the contract price range of **\$35,000,000** or ***Greater?***

YES ☐, NO ☐.

If yes, provide a notarized declaration from the surety listed in item 5.b. stating the amount of bonding capacity available to your firm for this construction contract.

**6. Insurance: Example Below , Edit for Specific Project**

- a. Is your firm able to obtain the following insurance in the limits stated? (See Article 35 of the General Conditions of the Contract for Construction Department of Public Works, State of Connecticut.)

- Commercial General Liability (including asbestos abatement & lead liability):  
**\$1,000,000** per occurrence **\$2,000,000** general aggregate.

YES ☐, NO ☐.

- Owner's and Contractor's Protective Liability: total limit of **\$1,000,000** per occurrence and a total of **\$2,000,000** in the aggregate for all damages.

YES ☐, NO ☐.

- Automobile Liability: **\$1,000,000** per occurrence and at least **\$2,000,000** in the aggregate.

YES ☐, NO ☐.

- Workers' Compensation and Employer's Liability (as required by Connecticut Law) and Employers' Liability: **\$100,000** per occurrence **\$500,000** disease policy limit and **\$1000,000** disease each employee.

YES ☐, NO ☐.

- Special Hazards: (Includes coverage for explosion, collapse or underground damage): not less than **\$1,000,000** per occurrence.

YES ☐, NO ☐.

- Builders Risk: coverage for the entire work equal to the contract amount of \$35,000,000 or greater.

YES ☐, NO ☐.

If yes, provide copies of your "Certificates of Insurance" from each of your insurance carriers or from your agent, stating that your firm has or is able to obtain all of the types of required insurance in the limits stated above for this construction contract.

**7. Affirmative Action:**

- a. Does your firm have a written affirmative action program for employment?

YES ☐, NO ☐.

If yes, provide a copy of the written program.

- b. Does your firm have a written affirmative action program for the use of subcontractors and suppliers that are Minority Business Enterprises (MBE's), Woman Business Enterprises (WBEs), or Small Business Enterprises (SBE's)?

YES ☐, NO ☐.

If yes, provide a copy of the written program.

**8. Staff Experience:** (Information submitted for informational purposes only)

- a. Provide the following information on and attach a resume for the person(s) who will be in charge of this project:

1. Name: _____	Title: _____
2. Years employed by your firm: _____	year(s).
3. Present position/job function within your firm: _____	year(s).
4. Years in present position/job function: _____	year(s).

1. Name: _____	Title: _____
2. Years employed by your firm: _____	year(s).
3. Present position/job function within your firm: _____	year(s).
4. Years in present position/job function: _____	year(s).

1. Name: _____	Title: _____
2. Years employed by your firm: _____	year(s).
3. Present position/job function within your firm: _____	year(s).
4. Years in present position/job function: _____	year(s).

**9. Quality Assurance/Quality Control:**

- a. Does your firm have a written quality assurance program?

YES ☐, NO ☐.

If yes, provide a copy of the written program.

**10. Prior Disqualification:** (Information submitted for informational purposes only)

- a. Has your firm ever been formally disqualified from performing work for the State Of Connecticut?

YES ☐, NO ☐.

If yes, provide the following information for each such disqualification:

1. State Project No.: \_\_\_\_\_
2. Project name/location: \_\_\_\_\_  
\_\_\_\_\_
3. Date of disqualification: \_\_\_\_\_
4. Duration of disqualification: \_\_\_\_\_
5. Reason for disqualification: \_\_\_\_\_  
\_\_\_\_\_

- b. Has your firm ever been formally disqualified from performing work for any contracting entity other than the State of Connecticut?

YES ☐, NO ☐.

If yes, provide the following information for each such disqualification:

1. Name of contracting entity: \_\_\_\_\_  
Phone number: \_\_\_\_\_
2. Project name/location: \_\_\_\_\_  
\_\_\_\_\_
3. Date of disqualification: \_\_\_\_\_
4. Duration of disqualification: \_\_\_\_\_
5. Reason for disqualification: \_\_\_\_\_  
\_\_\_\_\_

**11. Prospective Bidder Comments:**

The following space is provided for further explanations of the answers to any questions asked in this Prequalification Questionnaire.

**END**

---



Department of Public Works  
State of Connecticut

# Agenda

## Bidder Prequalification Conference

**Meeting Objective:** Bidder Prequalification Conference for  
**Project Name**  
**Project Location**  
**Project Number**

**Date and Time:** Wednesday,       , 200        /        P.M.  
**Location:**

**Organizer:**       , DPW Project Manager

AGENDA TOPICS	NOTES
<b>1. GENERAL: <u>Example Below , Edit for Specific Project</u></b> <ul style="list-style-type: none"> <li>• Introduction of Participants. PM</li> <li>• Opening Comments – The Bidder Prequalification Conference is <u>for BI-RD-208A, New Science Building, Western Connecticut State University, Danbury,</u> Connecticut and will be to summarize the pre-qualification procedures and answer any questions on those procedures. PM</li> <li>• Information given at this Bidder Prequalification Conference is informal and not binding on the prequalification procedures. PM</li> <li>• Details of the Bidder Prequalification Procedures are included in the Document Package and should be read prior to completing the Bidder Prequalification Questionnaire. PM</li> </ul>	
<b>2. PRE-QUALIFICATION PROCESS SUMMARY:</b> <p><b>2.1 General Contractors:</b> The Prequalification Process to prequalify General Contractors (<u>not subcontractors</u>) for this specific project. PM</p> <p><b>2.2 Project Specific:</b> The prospective bidders will be evaluated on their qualifications for this specific project. PM</p> <p><b>2.3 Project Summary:</b> Outline of Project Phasing, Construction, etc. A/E</p> <p><b>2.4 Bidder Prequalification Questionnaire:</b> The Bidder Prequalification Questionnaire will be used to evaluate potential bidders qualifications and contains the following: PM</p> <p><b>2.4.1 Project Description:</b> Basic information about the scope of the construction. FT</p> <p><b>2.4.2 Contract Time:</b> Number of calendar days of the construction contract. PM</p> <p><b>2.4.3 Cost Estimate Range:</b> Self-explanatory. PM</p> <p><b>2.4.4 Objective Criteria for Bidder Prequalification:</b> Contains specific objective criteria pertaining to this project that will be utilized to determine bidder prequalification. The Project Description and the objective criteria are the basis for the Bidder Prequalification Questionnaire. PM</p> <ul style="list-style-type: none"> <li>• <b>Bidder Notification:</b> After submittal and evaluation of the required Bidders Prequalification Document package all prospective bidders will be notified of the DPW determination of their prequalification status for this project (prequalified, unsatisfactory, or not prequalified). PM</li> </ul>	

<p><b>3. PREQUALIFICATION AND BID SCHEDULE:</b></p> <p><b>3.1 Bidder Prequalification Document Package Due Date/Time:</b>  <u>Wednesday, _____, 200____, at _____ PM.</u></p> <p><b>3.2 Invitation to Bid to be advertised in newspapers.</b>  <u>Friday, _____, 2003.</u></p> <p><b>3.3 Bid Packages available for pickup:</b>  <u>Wednesday, _____, 2003.</u></p> <p><b>3.4 Pre-Bid Conference:</b> _____, _____, _____,          _____, CT  <u>Wednesday, _____, 2003, _____ a.m.</u></p> <p><b>3.5 Bid Opening for Prequalified General Contractors in Room G-32, 165 Capitol Avenue, Hartford, Connecticut:</b>  <u>Wednesday, _____, 2003, 1:00 PM..</u></p> <p><b>NOTE: <u>Bids will only be accepted from Prequalified General Contractors.</u></b></p>	<p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p> <p>PM</p>
<p><b>4. QUESTIONS:</b></p>	

OTHER AGENDA TOPICS	NOTES

ADDITIONAL NOTES


END



Department of Public Works  
State of Connecticut

FOR STATE USE ONLY  
Do Not Issue to Contractor

## BIDDER PREQUALIFICATION EVALUATION

(Pass/Fail System)

Date: \_\_\_\_\_, 200

Project Name/Location:

Project Number: 00-00-000

Name/Address:  
(Prospective Bidder)

### Prequalification Summary:

Prequalified: ☐

Not Prequalified: ☐

(“Failed” Questionnaire item numbers)

### Evaluators:

Name	Signature	Date
Edward Curley	_____	_____
Bruce Cornish	_____	_____
James Sinclair	_____	_____
Carl Grodotzke	_____	_____
John Cavacas	_____	_____

### Instructions

Complete this Prequalification Evaluation in conjunction with the Bidder Prequalification Questionnaire. Check “**FAILED**” or “**Unsatisfactory**” where applicable.



1. **License:**

a. License current and in good standing?

- If no answer provided then UNSATISFACTORY (need to explore further) ☐
- If answer is NO then UNSATISFACTORY ☐

b. License suspended or revoked?

- If no answer provided then UNSATISFACTORY ☐
- If answer is YES then UNSATISFACTORY ☐

2. **Construction Experience: Example Below , Edit for Specific Project:**

a. **Since 1994**, has the prospective bidder or any partner, if a joint venture **completed three (3) or more laboratory or hospital type projects of the same size, complexity, and construction dollar value as the project for which bids are to be submitted. The prospective bidder must have been the general contractor or construction manager for the projects, which shall have been competitively bid in a design-bid-build environment.**

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO then FAILED ☐

b. Did the prospective bidder receive satisfactory scores, on the "Client, Sub-consultant, and Design Consultant Questionnaire", for each of the submitted projects?

- If answer is two (2) or more unsatisfactory scores then FAILED ☐

3. **Safety:**

a. Did the list contain willful or serious violations of any Occupational Safety and Health Act (OSHA) or of any standard in the during the three year period preceding bidder prequalification that were not abated within the time fixed by the citation or where the citation was not appealed?

- If no answer provided then UNSATISFACTORY ☐
- If answer is Yes, **and** letters explaining abatements or citation are not submitted then UNSATISFACTORY ☐

b. Did prospective bidder have criminal convictions related to the injury or death of any employee in the three-year period prior to bidder prequalification?

- If no answer provided then UNSATISFACTORY ☐
- If answer is YES then FAILED ☐

c. Has written Injury and Illness Prevention Program?

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO then UNSATISFACTORY ☐
- If answer is YES, but a copy of the written program is not submitted then UNSATISFACTORY ☐

d. Safety personnel to be assigned?

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO then UNSATISFACTORY ☐

4. Claims History:

Information submitted for informational purposes only. No pass/fail.
--

5. Surety:

a. Contracts taken over by surety?

- If no answer provided then UNSATISFACTORY ☐
- If surety took over any construction contracts for contractor then FAILED ☐

b. Name and information of surety:

- If no information provided then UNSATISFACTORY ☐

c. Able to obtain bonding?

- If no information provided then UNSATISFACTORY ☐
- If answer is NO then FAILED ☐
- If answer is YES, but a notarized declaration is not submitted or does not meet the required bonding amount then UNSATISFACTORY ☐

6. Insurance:

a. Firm able to obtain all types insurance required?

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO then FAILED ☐
- If answer is YES, but declarations are not submitted then UNSATISFACTORY ☐

**7. Affirmative Action:**

**a. Firm has written affirmative action plan?**

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO then UNSATISFACTORY ☐
- If answer is YES, but a written program is not submitted then UNSATISFACTORY ☐

**b. Firm has written affirmative action program for use of subcontractors and Minorities that are MBE's, WBE's and SBE's?**

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO then UNSATISFACTORY ☐
- If answer is YES, but a written program is not submitted then UNSATISFACTORY ☐

**8. Staff Experience:**

Information submitted for informational purposes only. No pass/fail.

**9. Quality Assurance:**

**a. Has written program?**

- If no answer provided then UNSATISFACTORY ☐
- If answer is NO, then UNSATISFACTORY ☐
- If answer is YES, but a written program is not submitted then UNSATISFACTORY ☐

**10. Prior Disqualification:**

Information submitted for informational purposes only. No pass/fail.

**11. Prospective Bidder Comments:**

**a. Review as required.**



Department of Public Works  
State of Connecticut

## ANNOUNCEMENT TO PREQUALIFIED BIDDERS

, 200

, CT

**Subject:** Announcement of Prequalification to Bid

Dear :

This letter is to announce that has been deemed prequalified to bid this project in accordance with the requirements of Sec. 4b-102 of the General Statutes by the Commissioner of the Department of Public Works, State of Connecticut.

Prequalified contractors are invited to bid the following project.

### INVITATION TO BID

**ADV. NO:**

**ADV. DATE:**

SEALED BIDS FROM GENERAL CONTRACTORS DEEMED PREQUALIFIED TO BID THIS PROJECT SHALL BE ADDRESSED TO THE DEPARTMENT OF PUBLIC WORKS - STATE OF CONNECTICUT FOR:

<b>ITEM NO.:</b>	<b>TBD</b>
<b>Project Title/Location:</b>	
<b>Project Number:</b>	00-00-000
<b>Cost Estimate Range:</b>	\$ , 200 to \$
<b>Bid Packages Available:</b>	
<b>REQUIRED, NON-REFUNDABLE, PER SET, FEE:</b>	\$
<b>Set-Aside Participation:</b>	25%
<b>Including MBE/WBE:</b>	6.25%
<b>Bid Opening:</b>	, 200 at p.m..
<b>Bid Results:</b>	Call (860) 713-5798 After 2:00 p.m. on bid opening date.
<b>Pre- Bid Conference:</b>	ALL PROSPECTIVE BIDDERS ARE ENCOURAGED TO ATTEND A NON-MANDATORY BIDDER PRE-QUALIFICATION CONFERENCE AT P.M. ON WEDNESDAY, , 200 , AT ROOM , CT - AT .

**TO OBTAIN A LIST OF GENERAL CONTRACTORS DEEMED PREQUALIFIED TO BID THIS PROJECT PLEASE CALL (860)-713-5795 AFTER , 200 .**

Bids will be received, from general contractors deemed prequalified to bid this project, in ROOM No. G-35 STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CONNECTICUT (CT) UNTIL 1:00 P.M. on the date shown above and thereafter publicly opened and read aloud in ROOM No. 532, STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CT, 06106.

As security, each bid must be accompanied by a CERTIFIED CHECK made payable to "Treasurer, State of Connecticut," or the bid must be accompanied by a BID BOND, in the form required by the awarding authority and having surety thereto such Surety Company or Companies as are authorized to do business in this State and/or accepted by the Commissioner of the Department of Public Works for an amount not less than 10% of the bid.

Performance and Labor and Material Bonds to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price. The awarding authority reserves the right to waive technical defects or to reject any and all bids.

***Nonresident contractors: At the time of contract signing a certificate from the Commissioner of Revenue Services must be provided which evidences that C.G.S. 12-430 for non-resident contractors has been met. For details call the Department of Revenue Services at (860) 541-7650.***

Plans and specifications may be obtained in ROOM No. G-36, STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CT 06106, during the hours of 7:30 A.M. to 3:30 P.M. (Monday-Friday) or by addressing such requests to the STATE OF CONNECTICUT, DEPARTMENT OF PUBLIC WORKS, PLANS AND SPECIFICATIONS SECTION, ROOM No. G-36, 165 CAPITOL AVENUE, HARTFORD, CT 06106. CHECKS SHOULD BE MADE PAYABLE TO "TREASURER, STATE OF CONNECTICUT". **USE A SEPARATE CHECK FOR EACH PROJECT.**

EXECUTIVE ORDERS NOS. THREE, SIXTEEN, AND SEVENTEEN: Bidders are advised that the contracts for this project shall be subject to Executive Order No. Three, promulgated June 16, 1971, regarding nondiscrimination, and to the Guidelines and Rules of the State Labor Commissioner implementing said Executive Order.

Bidders are advised that contracts in connection with this project shall be subject to Executive Order No. Sixteen, promulgated August 4, 1999, regarding Violence in the Workplace Prevention.

Bidders are advised that contracts in connection with this project shall be subject to Executive Order No. Seventeen, promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service.

Said four documents are hereby incorporated herein and made a part hereof as though fully set forth herein. Bidders may receive copies of these documents upon request.

**ITEM NO.: TBD**

DPW Project Manager:

Phone/Fax Nos.:

Contract time Allowed:

Calendar Days

Liquidated Damages:

\$

Per Calendar Day

Prevailing Wage Rates: Notwithstanding the amount of the bid or the DPW estimated cost for this project, prevailing wages are required on this project, in accordance with the schedule provided in the bid documents, pursuant to Connecticut General Statutes Section 31-53 (a-f, h), as amended.

**Bidding & Contract Unit**  
**Department of Public Works**

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Bruce Cornish  
Chief Financial Officer

**END OF SECTION**

**Cc:** , , , B. Bockstael, B. Cornish, D. Busanet, Babey, , File  
(Y-1)

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## INVITATION TO BID

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ADV. NO:

ADV. DATE:

SEALED BIDS FROM GENERAL CONTRACTORS DEEMED PREQUALIFIED TO BID THIS PROJECT SHALL BE ADDRESSED TO THE DEPARTMENT OF PUBLIC WORKS - STATE OF CONNECTICUT FOR:

<b>ITEM NO.:</b>	16
<b>Project Title/Location:</b>	
<b>Project Number:</b>	00-00-000
<b>Cost Estimate Range:</b>	\$ to \$
<b>Bid Packages Available:</b>	
<b>A NON-REFUNDABLE FEE OF PER SET IS REQUIRED:</b>	\$
<b>Set-Aside Participation:</b>	25%
<b>Including MBE/WBE:</b>	6.25%
<b>Bid Opening Date:</b>	June 9, 2004
<b>Bid Results:</b>	Call (860) 713-5798 After 3:00 p.m. on bid opening date.
<b>Pre- Bid Conference:</b>	ALL PROSPECTIVE BIDDERS ARE ENCOURAGED TO ATTEND A NON-MANDATORY BIDDER PRE-QUALIFICATION CONFERENCE AT P.M. ON WEDNESDAY, , 200 , AT ROOM , , CT - AT .

CONTRACTORS THAT HAVE BEEN DEEMED PREQUALIFIED TO BID THIS PROJECT.	
O & G Industries	

Bids will be received, only from general contractors deemed prequalified to bid this project, in ROOM No. G-36 STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CONNECTICUT (CT) UNTIL 1:00 P.M. on the date shown above and thereafter publicly opened and read aloud in ROOM No. G-32, STATE OFFICE BUILDING, 165 CAPITOL AVENUE, HARTFORD, CT, 06106.

As security, each bid must be accompanied by a CERTIFIED CHECK made payable to "Treasurer, State of Connecticut," or the bid must be accompanied by a BID BOND, in the form required by the awarding authority and having surety thereto such Surety Company or Companies as are authorized to do business in this State and/or accepted by the Commissioner of the Department of Public Works for an amount not less than 10% of the bid.

Performance and Labor and Material Bonds to be furnished by the bidder awarded the contract shall be an amount not less than 100% of the contract price. The awarding authority reserves the right to waive technical defects or to reject any and all bids.

*Nonresident contractors: At the time of contract signing a certificate from the Commissioner of Revenue Services must be provided which evidences that C.G.S. 12-430 for non-resident contractors has been met. For details call the Department of Revenue Services at 860- 541-3280, ext. 7.*

Full sets of plans and specifications **ARE AVAILABLE DURING THE HOURS OF 8:00 A.M. TO 4:30 P.M. (MONDAY-FRIDAY)**, CHECKS SHOULD BE MADE PAYABLE TO "TREASURER, STATE OF CONNECTICUT" AND SHOULD INCLUDE THE PROJECT NUMBER, AND THE PROSPECTIVE BIDDER'S CORRECT MAILING ADDRESS, TELEPHONE AND FAX NUMBERS OF WHERE ADDENDUM(A) SHOULD BE SUBMITTED. **USE A SEPARATE CHECK FOR EACH ROJECT.**

EXECUTIVE ORDERS NOS. THREE, SEVENTEEN AND SIXTEEN: Bidders are advised that the contracts for this project shall be subject to Executive Order No. Three regarding nondiscrimination promulgated June 16, 1971, and to the Guidelines and Rules of the State Labor Commissioner implementing said Executive Order.

Bidders are advised that contracts in connection with this project shall be subject to Executive Order No. Seventeen, promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service.

Bidders are advised that contracts in connection with this project shall be subject to Executive Order No. Sixteen, promulgated August 4, 1999, regarding Violence in the Workplace Prevention.

This contract will be subject to the provisions of the Department of Public Works Sexual Harassment Policy ("Policy") and, as such, the contract may be canceled, terminated, or suspended by the DPW for violation of or noncompliance with said Policy.

Said five documents are hereby incorporated herein Bidders may receive copies of these documents upon request and made a part hereof as though fully set forth herein.

**ITEM NO.: 16**

DPW Project Manager: Phone: Fax:

Contract Time Allowed: Calendar Days

Liquidated Damages: \$ Per Calendar Day

Prevailing Wage Rates: Prevailing wages are required on this project, in accordance with the schedule provided in the bid documents, pursuant to Connecticut General Statutes Section 31-53 (a-h), as amended.  
Each contractor who is awarded a contract on or after October 1, 2002 shall be subject to provisions of the Connecticut General Statutes, Section 31-53 as amended by Public Act 02-69, "An Act Concerning Annual Adjustments to Prevailing Wages."  
Wage Rates will be posted each July 1<sup>st</sup> on the Department of Labor website: [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) . Such prevailing wage adjustment shall not be considered a matter for any contract amendment.

**Procurement  
Department of Public Works**